



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RADIO BROADCASTER/PRODUCTION ASSISTANT	27	C	7.853

DEFINITION OF CLASS:

Under general supervision, announces radio program of musical selections, selects recordings to be played based on program specialty and knowledge of audience taste. Comments on music and other matters of interest to audience.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Selects musical programs by choosing and ordering selections from the stations music library and researches the historical background of the music to create appropriate programming for the station's listeners.

Presents musical programs by announcing selections with relevant historical and biographical information. Also presents other information during broadcast such as station fund raising events, public service announcements, news and weather.

Records musical selections, programs, interviews and announcements to be aired on future radio programs and designated time slots.

Prepares a quarterly report required by the Federal Communications Commission listing issues important to station listeners and detailing how the issues were addressed during broadcasts.

Maintains the station's music library and acquires new selections. Labels and shelves material, catalogs and arranges selections; examines discs for wear and damage; checks periodically for proper placement in library; inventories collections.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of the cultural and political concerns of listeners and others within the station's listening areas. Knowledge of the breadth and detail of programming. Knowledge of the recording industry and of what is available in terms of recorded music.

Ability to interact pleasantly in person and over the telephone with listeners and volunteers. Ability to work within a given time frame determined by program schedule. Ability to write radio scripts to be read on-air. Ability to speak on a one-to-one basis in a formal interview format. Ability to examine extensive information on programming and organize and condense it into a report.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

Skill in using broadcasting and recording equipment such as mixing board, microphones and tape recorders. Skill in operating word processing equipment.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Detailed knowledge of music and cultural history, composers and performers of music, and the backgrounds of specific musical selections. Detailed knowledge of varied music recordings, their availability and histories.

Ability to produce a diverse and interesting music program that will appeal to radio listeners. Ability to read and enunciate clearly, coherently, and pleasantly in English and other languages. Ability to gather extensive historical information, and shape it into a coherent, enjoyable, and informative radio program. Ability to conduct live interviews and/or radio announcements.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited college or university with major coursework in Music, English, or related field and one year of music radio announcing or production experience; OR

II

An equivalent combination of education and experience in which the applicant demonstrates possession of the entry level knowledge, skills and abilities.

LICENSE:

Applicants are required to obtain an FCC Broadcast license within six months from the date of employment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.853

ESTABLISHED: 7/1/95P
9/16/94PC